

Connecticut Food Distribution Program (FDP)

SWAP POST RULES

The Swap Post offers recipient agencies (RAs) an opportunity to claim commodities they did not order or post commodities they do not need. While it is primarily used by the FDP to disperse of surplus commodities, RAs can also take advantage of this process to relinquish their own commodities. There are several scenarios where Swaps may occur:

FDP Postings

Often the total number of RA requests for a specific commodity fall short of the necessary number to fulfill a truckload. In these instances, the FDP will order the balance of commodities to complete the truckload requirement.

The FDP will then post the extra commodities ordered to the Swap Post where RAs can request cases with no impact to their entitlement dollars. The RA e-mails a request to the FDP detailing the sales order/item number, delivery period and total number of cases. The FDP will make the determination about *who* will receive *how* many cases and allot that quantity to the RA. The RA can check the status of their request using the Web-based Supply Chain Management (WEBSCM) Requisition Status Report.

RA Postings

Commodities NOT yet shipped to the warehouse

- **Commodities that have not yet arrived in the warehouse can be transferred, up to 15 days prior to the delivery period, and will appear on the receiving school's allocation report**, e.g., a receiving school must agree to accept a commodity with a 4/15/2012 delivery period by 3/31/2012.
- Entitlement dollars will be charged against the receiving school and credited to the transferring school. A transfer can occur even if the receiving school has met or exceeded their entitlement dollars.
- If a deal cannot be met before the 15 day cutoff, the transferring agency must accept the commodity and follow the rules for **Commodities already IN the warehouse**.

FDP SWAP POST RULES, continued

RA Postings

Commodities already IN the warehouse

- **Commodities already shipped to the warehouse, in the transferring RA's name, must be shipped to the transferring RA's site.** SYSCO cannot transfer commodities once they have been allocated in their system.
- The transferring RA will be billed for shipment, administration fees and storage fees (if applicable). The receiving school must make arrangements with the transferring school for pick-up/shipment and payment.
- Entitlement dollars will be charged against the transferring school.

Forms

- To take advantage of the Swap Post, schools must first complete a **REQUEST FOR TRANSFER/SWAP OF USDA COMMODITIES** form and fax it to the FDP at 860-807-2127.
- The FDP will post this information in the [Swap Post](#) section on the Marketplace. When a swap has been negotiated, the transferring RA should contact the FDP to modify or remove the posting.
- The transferring RA must now complete a **CERTIFICATE FOR TRANSFERRING/SWAPPING USDA COMMODITIES** form and fax it to the FDP.
- Do **not** contact **the warehouse** regarding transfers.

For more information, see the Connecticut State Department of Education's (CSDE) [Food Distribution](#) Web page or contact the FDP staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

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